



PRELIMINARY PLAT CHECKLIST

All items are to be completed by the engineer preparing the plat and shall accompany the Preliminary Plat when submitted to the Community Development Department. If the answer to any of the questions is no, a written explanation must accompany this checklist.

Subdivision Name _____

Does the Preliminary Plat show the following information?

- | | |
|---|----------------|
| ▪ Name of Subdivision | Yes ___ No ___ |
| ▪ Location of boundary lines and reference to section or quarter-section lines | Yes ___ No ___ |
| ▪ Name and address of owner(s) | Yes ___ No ___ |
| ▪ Name and address of developer(s). | Yes ___ No ___ |
| ▪ Name(s) of engineer and surveyor who prepared plat | Yes ___ No ___ |
| ▪ Scale of Plat, 1"=100' or larger, and north arrow | Yes ___ No ___ |
| ▪ Date of preparation | Yes ___ No ___ |
| ▪ Location, width and name of platted streets or other public ways, railroads and utility R/W, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision | Yes ___ No ___ |
| ▪ Location of existing sewers, water mains culverts, or other underground installations within or adjacent to the proposed subdivision with pipe sizes, manholes and grades | Yes ___ No ___ |
| ▪ Names of adjacent subdivisions with arrangements of streets, and lots of owners of adjacent parcels of unsubdivided land | Yes ___ No ___ |
| ▪ Topography at contour intervals of five or two feet referred to U.S.G.S. or Municipality datum and location of water courses, bridges, wooded areas, lakes, ravines and other significant physical features | Yes ___ No ___ |
| ▪ Arrangement of lots and their approximate sizes | Yes ___ No ___ |
| ▪ Location and width of proposed streets, alleys, pedestrian ways, and easements | Yes ___ No ___ |
| ▪ General plan of sewage disposal, water supply and utilities, if public | Yes ___ No ___ |
| ▪ Notation of type of sewage disposal and water supply if non-public | Yes ___ No ___ |
| ▪ Location and size of proposed parks, playgrounds, churches, school sites, or other special uses of land to be considered for reservation for public use | Yes ___ No ___ |
| ▪ Relationship to adjacent unsubdivided land | Yes ___ No ___ |
| ▪ Engineered storm water management design | Yes ___ No ___ |

Does the proposed subdivision design conform to the Comprehensive Plan? Yes ___ No ___

Are lots sized appropriately for the zoning district? Yes ___ No ___

Are all lots free from floodplain encroachment? Yes ___ No ___

Are all lots buildable with respect to topography, drainageways, bedrock, soil conditions? Yes ___ No ___

Do street grades and alignment meet all requirements? Yes ___ No ___

Were 10 folded copies of the preliminary plat submitted? Yes ___ No ___

Was a digital copy of the image submitted? Yes ___ No ___

Was a digital copy of the legal description submitted? Yes ___ No ___

Have copies been submitted to appropriate utility companies and other affected agencies, i.e., electricity, gas, cable TV, telephone, sewer, water? Yes ___ No ___

Has an affidavit of ownership been submitted Yes ___ No ___